

Eagle Mountain-Saginaw ISD 2019-2020 Preliminary Budget Calendar

Activity	Date	Area of Responsibility
Preliminary Budget Process/Guidelines for 2019-2020 presented to the Board of Trustees	December 17, 2018	Chief Financial Officer; Board of Trustees
Enrollment Projections/Staffing Allotments	February-March	Chief Human Resource Officer; Chief Financial Officer; Superintendent; Leadership Team
Prepare cost template for staffing plan based on initial classroom staffing allotments and the initial opening of Marine Creek Middle School	February-March	Chief Human Resource Officer; Chief Financial Officer; Superintendent; Leadership Team
Board Meeting	February 25, 2019	Budget Report and Update
2019-2020 Calendars Created for Employment Management and Salary Negotiations	March 28, 2019	Director of Budget, Taxes & Investment; Compensation Data Analyst; Payroll and Human Resources
Send out information on Budget Enhancement/Increase Forms to Budget Managers	April 1, 2019	Director of Budget, Taxes & Investments
Create Salary Negotiations with existing Matrix/TASB groups and begin updating Board approved positions.	April 1, 2019	Director of Budget, Taxes & Investments; Compensation Data Analyst
Budget Software Training for Departments and Campuses	April 15-17, 2019	Campus and Department Budget Managers and staff who will assist with budget input with the Director of Budget, Taxes & Investments.
Tentative allocations presented to Principals and Budget Managers	April 18, 2019 (DLT)	Chief Financial Officer; Director of Budget, Taxes & Investments
Preliminary Budget Process/Guidelines for 2019-2020 presented to the Board of Trustees	April 22, 2019	Chief Financial Officer; Board of Trustees
Preliminary Tax Roll	May 15, 2019	Chief Financial Officer; Director of Budget, Taxes & Investments
Budget Enhancement and Budget Increase Forms Due to Budget office	May 15, 2019	Campus and Department Budget Managers with the Director of Budget, Taxes & Investments
Budget Workshop Update for Board of Trustees – During regular monthly meeting	May 20, 2019 (Budget Workshop)	Chief Financial Officer; Chief Human Resource Officer; Superintendent; Board of Trustees
Update Staffing plan and costs and adjust budget areas as necessary	May 21, 2019	Chief Human Resource Officer; Chief Financial Officer; Campus Principals and Budget Managers

Deadline for submission of budget to the Budget Department	May 31, 2019	Campus and Department Budget Managers with the Director of Budget, Taxes & Investments
Budgets sent to Leadership Team for Review	June 2019	Superintendent; Leadership Team
Preliminary Salary Plans presented to the Board of Trustees	June 17, 2019	Chief Financial Officer; Chief Human Resources Officer
Leadership team meets to discuss base budgets, enhancement requests and capital needs	June 17, 2019	Board of Trustees; Superintendent; Leadership Team
Proposed 2019-2020 Budget to Board of Trustees	July 22, 2019	Chief Financial Officer; Board of Trustees
Approval of Proposed Salary Plan	July 22, 2019	Chief Human Resource Officer; Chief Financial Officer
Public Notice for Budget and Proposed Tax Rate	July 8, 2019	Director of Budget, Taxes & Investments; Chief Financial Officer
Certified Tax Roll	July 25, 2019	Tarrant Appraisal District
Conduct Public Hearing on Proposed 2019-2020 Budget & Proposed Tax Rate	August 2019	Chief Financial Officer; Board of Trustees
2019-2020 Budget and Tax Rate Adoption	August 2019	Board of Trustees
Finalized Official 2019-2020 Budget Documents	August 2019	Chief Financial Officer; Director of Budget, Taxes & Investments